G. School Safety Inspection Survey

Memphis City Schools

SAFETY INSPECTION SURVEY

RISK MANAGEMENT CENTER FOR SAFE AND DRUG FREE SCHOOLS

School	Location	Location No.

- G1. Schools Grounds Hazard Assessment
- G2. Building Hazard Assessment
- G3. Occupational Exposure to Laboratory Chemicals Assessment
- G4. Classroom Hazard Assessment
- G5. Identifying Potential Hazards Along Evacuation Routes
- G6. TOSHA Egress (or Evacuation) Assessment
- G7. Identifying Potential Hazards in the Neighborhood and Community

G1. School Grounds Hazard Assessment

This checklist will help you identify hazards that exist on school property. Identifying these potential hazards will provide useful information for planning evacuation routes and assembly areas. Begin your assessment of the school grounds with the school building itself. Then assess other structures on the property. Finally, complete your assessment by surveying the grounds.

Date Surveyed: _____ **Surveyed By** _____

Hazard	Location/Comments
School Building ⓪ Long, unsupported roof spans ⓪ Large, window panes over exits ⓪ Heating and AC units ⓪ Overhangs ⓪ Trees/shrubs that require pruning ⓪ Non functional door locks (exterior/interior) ⓪ Non functional window locks ⓪ Campus-wide communication available ⓪ Adequate two-way radios (for Safety Team) ⓪ Alarms in working order, adequate for need ⓪ Other (list)	
Playground ⓪ Equipment in need of repair ⓪ Rocks or other material that could cause injury ⓪ Exposed nails, screws, or bolts ⓪ Other (list)	
School Grounds ⓪ Trees/shrubs that present a fire/wind hazard or provide areas for an intruder to hide ⓪ Streams in close proximity ⓪ Electric wires ⓪ Gasoline or propane tanks ⓪ Natural gas lines ⓪ Fences in need of repair ⓪ On-campus traffic control plan ⓪ Other (list)	

G2. Building Hazard Assessment

This checklist can be used by administrators, teachers, or staff to assess hazards throughout the building that require mitigation. Be sure to check every room, including shop areas, custodian's closets, storage areas, and the gymnasium. Complete this form for each area surveyed. Use the information gathered during the hazard assessment to determine the scope of hazards throughout the school and to develop a plan and schedule to reduce the hazards.

Area: _____

Hazard	Location/Comments
⓫ Toxic, corrosive, and flammable materials not stored to withstand falling and breaking (Note: Be sure to check for cleaning compounds, art supplies, chemistry and science materials, swimming pool chemicals, etc.)	
⓫ Unsecured appliances (e.g., water heaters, space heaters, toaster ovens, microwave ovens, televisions, computer equipment, etc.)	
⓫ Unsecured filing cabinets or cabinets with inadequate drawer latches ⓫ Cabinets loaded from top drawers down ⓫ Cabinets away from doors and desks	
⓫ Inadequately supported light fixtures	
⓫ Unanchored table lamps	
⓫ Windows not composed of safety glass, especially near exits	
⓫ Unsecured athletic equipment	

G3. Occupational Exposure to Laboratory Chemicals

TOSHA Subpart Z 1910.1450

ⓞ Material Safety Data Sheets (MSDS's) are not readily available in each Science Lab	
Hazardous Materials TOSHA Subpart I 1910.101 to .120	
ⓞ Hazardous materials are located in areas that do not have warning signs	
ⓞ Oxygen and other compressed gases are not stored away from combustible materials must be stored in an upright position do not have warning signs	
ⓞ Flammable liquids are not stored in non-flammable storage cabinets when not muse.	
ⓞ Fire control devices are not located in areas where combustible materials are stored or used	
ⓞ Flammable materials are not stored in approved containers	
Fire Prevention and Protection TOSHA Subpart L 1910.155 to .165	
ⓞ Unsecured fire extinguishers or fire extinguishers that require recharging extinguishers inspected monthly and recharged yearly	
ⓞ Fire extinguishers are not the proper type for the involved hazards	
Electrical TOSHA Subpart S 1910.301 to .308	
ⓞ Over-current devices (fuses) are located where they will be near easily ignitable materials	
ⓞ High voltage areas are not marked to denote their hazard	
Asbestos TOSHA Subpart Z 1910.1101	
ⓞ Is written Asbestos Management Plan readily available for employee and patron review?	
ⓞ All asbestos in maintenance areas (boiler room, custodial closets, etc.) not properly labeled with the required CAUTION label	
ⓞ There is evidence of friable asbestos, which could pose a health hazard in excess of the PEL to employees	

G4. Classroom Hazard Assessment

This checklist can be used by administrators, teachers, or staff to assess classroom hazards that can be eliminated at little or no cost. Complete this form for each classroom surveyed. Use the information gathered during the classroom hazard assessment to determine the scope of classroom hazards throughout the school and to develop a plan and schedule to reduce the hazards.

Room _____ **Surveyed By** _____

Hazard	Location/Comments
⓾ Free standing cabinets, bookcases, and wall shelves	
⓾ Heavy objects on high shelves	
⓾ Aquariums and other potentially hazardous displays located near seating areas	
⓾ Unsecured TV monitors	
⓾ Unsecured wall-mounted objects	
⓾ Hanging plants above or near seating areas	
⓾ Incompatible chemicals stored in close proximity (e.g., window cleaner and ammonia)	
⓾ Paper or other combustibles (e.g., greasy rags) stored near heat source	
⓾ Functioning door locks	
⓾ Functioning intercom/communication device	
⓾ Other hazards (list):	

G5. Identifying Potential Hazards along Evacuation Routes

One key to developing procedures for a quick and orderly evacuation is a thorough assessment of the hazards likely to be encountered en route from classrooms and other activity rooms to safe, open space areas.

Use this form to review the evacuation routes from your school, marking hazards and potential hazards along the routes. It may be helpful to ask your local fire department to send an inspector to complete the survey with you.

Hazard	Location/Comment
☐ Hallways and/or doors containing glass panels that are *other than* tempered glass or Plexiglas	
☐ Glass trophy cases	
☐ Lockers, bookshelves, or other storage units along hallways (*Hallways may be cluttered with debris from ceilings, fallen light fixtures, broken glass, and toppled storage units. Students should be advised to anticipate these hazards.)*	
☐ Unsecured fire extinguishers along route	
☐ Lighting that is dependent on electricity rather than sunlight	
☐ Elevators *(Elevators are vulnerable to damage from fires, earthquakes, and other hazards. Signs should be posted.)*	
☐ Hanging plants above or near seating areas	
☐ Incompatible chemicals stored in close proximity (e.g., window cleaner and ammonia)	
☐ Paper or other combustibles (e.g., greasy rags) stored near heat source Functioning door locks	
☐ Functioning door locks	
☐ Functioning intercom/communication device	
☐ Other hazards (list):	

G6. Egress (or Evacuation)

Tosha Subpart E 1910.35 to .40

Assessment

Hazard	Comments
⓾ Evacuation drill carried out regularly? N.F.P.A. #101, Section 31-1.5.2 (8 per year)	
⓾ Do the doors swing outward with exit travel?	
⓾ Are panic bars working freely when doors are locked?	
⓾ Are primary exit routes obvious, marked and free from any obstruction?	
⓾ If exit signs are not obvious, are there arrows distinctly pointing to them?	
⓾ Are doors that might be mistaken for exit marked "Not An Exit"?	
⓾ Are there exits through intermediate rooms that are subject to locking?	Locations:

G7. Identifying Potential Hazards in the Neighborhood and Community

Being aware of the potential hazards in the community can affect your school planning process. For example, knowing that a facility uses toxic chemicals in processing helps you plan for a hazardous materials emergency. Locate the potential hazards described below on a street map of your community. Then contact your local Emergency Manager to verify that you have identified all potential major hazards.

Hazard	Location
ⓜ Facilities containing toxic, chemically reactive, and/or radioactive materials. *(Include manufacturers and users (e.g., gas stations).*	
ⓜ High-voltage power lines	
ⓜ Transportation routes of vehicles carrying hazardous materials (e.g., truck routes and railroad rights of way)	
ⓜ Underground gas and oil pipelines	
ⓜ Underground utility vaults and above-ground transformers	
ⓜ Multi-story buildings vulnerable to damage or collapse (e.g., non-reinforced masonry construction)	
ⓜ Water towers and tanks	

Remarks: _____

NOTE: All items checked as TOSHA violations must be corrected within 30 working days. If you anticipate that due to circumstances beyond your direct control (materials, budget) you cannot be in compliance with specific violations by the follow-up inspection date (indicated below), submit a letter requesting a temporary variance from the cited TOSHA Standard. See pages 3 and 4 of our approved TOSHA Plan to ascertain what specific points are to be included in this letter. This letter is to be sent to Risk Management, Department of Human Resources.

Auditor's Signature	Copy Received By	Position:

Date of Inspection: _____ **Number of concerns:** _____

Follow up inspection to ascertain progress on compliance will be after this date: _____